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Multiple Occupancy Query

The Multiple Occupancy Query provides multiple occupancy tenant information to authorized HUD users through the internet or intranet. Authorized users can query the database and retrieve multiple occupancy information based on their input selection criteria. Reports can be retrieved identifying units occupied by multiple active heads of households and active heads of households occupying more than one unit. The reports can be viewed on the browser or can be downloaded for printing.

The Multiple Occupancy Query option can be selected from the TRACS Main Menu.

From the **TRACS Multiple Occupancy Query** screen, click on the [TRACS Menu](#) link in the blue side bar to return to the TRACS Main Menu.

From the **TRACS Multiple Occupancy**

Query screen, the  displays directly above the [User Guide](#) link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- Query the database and retrieve multiple occupancy information for a household member
- View query data from browser
- Download and print a Multiple Occupancy Report

13.1 To generate a Multiple Occupancy Query:

1. From the TRACS Main Menu, click on the [Multiple Occupancy Query](#) link, and the **TRACS Multiple Occupancy Query** screen (Figure 1) displays.

TRACS
Multiple Occupancy Query

Enter the Project Number if it exists; otherwise enter a Contract Number

Project Number: or Contract Number:

REPORT TYPE: ☒ Units (in a project occupied by multiple households.)
☐ Households (occupying multiple units across projects.)

REPORT BY: ☒ Browser ☐ Download

Figure 1. TRACS Multiple Occupancy Query Screen

2. Select *Contract Number* or *Project Number*.
3. Select *Report Type: Units (in a project occupied by multiple households)* radio button.
4. Select *Report By: Browser* radio button.
5. Click on , and the **TRACS Multiple Occupancy Report** screen (Figure 2 and Figure 3) displays.

OR

Click on to clear fields and enter different criteria.

U.S. Department of Housing and Urban Development TRACS Multiple Occupancy Report As of 03/08/2002				
Report Type: Units (in a project occupied by multiple households.)				
Requested Contract: AZ16R000001				
Project: (No associated project number exists for the following list.)				
Unit	Contract Number	Head SSN	Head Tenant	Effective Date
0000000001	AZ16R000001	111111111	Smith, Nancy L.	02/25/2002
0000000001	AZ16R000001	111111111	Smith, Nancy L.	02/25/2002
0000000022	AZ16R000001	111111111	Smith, Nancy L.	02/25/2002
0000000022	AZ16R000001	111111111	Smith, Nancy L.	02/25/2002
0000000003	AZ16R000001	111111111	Smith, Nancy L.	02/25/2002
0000000003	AZ16R000001	111111111	Smith, Nancy L.	02/25/2002
1111111111	AZ16R000001	111-11-11	Smith, Nancy L.	02/25/2002
1111111111	AZ16R000001	222-22-22	Smith, Nancy L.	02/25/2002
1111111111	AZ16R000001	111-11-11	Smith, Nancy L.	02/25/2002
1111111111	AZ16R000001	333-33-22	Smith, Nancy L.	02/25/2002
1111111111	AZ16R000001	222-22-22	Smith, Nancy L.	02/25/2002
1111111111	AZ16R000001	333-33-22	Smith, Nancy L.	02/25/2002

Figure 2. TRACS Multiple Occupancy Report Screen (1 of 2)

Project: 00000002				
Unit	Contract Number	Head SSN	Head Tenant	Effective Date
0000000003		222222222	Smith, Nancy A.	02/25/2002
0000000003		222222222	Smith, Nancy A.	02/25/2002
1111111111	AZ16R000001	111222333	Monroe, J. G.	03/14/2002
Project: 06235147				
Unit	Contract Number	Head SSN	Head Tenant	Effective Date
1111111111	AL090003004	111222333	Monroe, E.	03/14/2002
1111111111	AZ16R000001	111222333	Monroe, A.	03/14/2002
Project: AZ000002				
Unit	Contract Number	Head SSN	Head Tenant	Effective Date
1111111111	AZ16R000001	111222333	Monroe, J. G.	03/14/2002
Interpreting and Printing this page				
Return to Query				

Figure 3. TRACS Multiple Occupancy Report Screen (2 of 2)

The screen displays the report with *Project Number* or *Contract Number* appearing across the top of the report, depending on which number was used to generate the query. If *Contract Number* is used to generate the query, but no *Project Number* is associated with the contract, then the *Project Number* column will not display. Remaining columns display the *Unit*, *Head SSN*, *Head Tenant*, and *Effective Date*. The screen also displays a system-generated date based on when information was updated in the database, or states information is current as of this date.

The following screen (Figure) shows the *Households (occupying multiple units across projects) Sort by:* field, which is selected from the **Multiple Occupancy Query** screen.

U.S. Department of Housing and Urban Development
TRACS Multiple Occupancy Report
 As of 04/03/2002

Report Type: Units (in a project occupied by multiple households.)
 Requested Contract: AZ16R000001

Project: (No associated project number exists for the following list.)

Unit	Contract Number	Head SSN	Head Tenant	Effective Date
409D	AZ16R000001	577992424	JANUARY, PAUL K	03/01/2002
409D	AZ16R000001	577443535	DECEMBER, KEVIN K	03/01/2002
409D	AZ16R000001	577556868	MAY, CHARLES K	03/01/2002
409D	AZ16R000001	555112222	TAYLOR, CHARLES K	04/01/2002
4540	AZ16R000001	577231248	GEORGE, KELVIN	04/01/2001
4540	AZ16R000001	577332345	GEORGE, KEVIN	05/01/2001
4540	AZ16R000001	577335555	GEORGE, JEFF	11/01/2001
4540B	AZ16R000001	577113333	JERGENSEN, SONNY	03/01/2002
4540B	AZ16R000001	577224444	TAYLOR, CHARLIE	02/01/2002
4540B	AZ16R000001	522121212	TAYLOR, CHUCK	03/01/2002

[Interpreting and Printing this page](#)

[Return to Query](#)

Figure 4. Multiple Occupancy Query Screen showing Households occupying multiple units


The [Interpreting and Printing this page](#) link provides additional information for the Multiple Occupancy Report. Clicking on this link displays the following screen of information (Figure 5).

TRACS
 Multiple Occupancy Report Help

The Multiple Occupancy Report consist of:

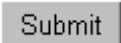
1. The results of the Multiple Occupancy Query request, which can be one of the following reports:
 - Unit occupied by multiple head of households (select by contract number, sort by unit)
 - Head of households occupying multiple units (select by contract number, sort by SSN)
 - Unit occupied by multiple head of households (select by project number, sort by unit)
 - Head of households occupying multiple units (select by project number, sort by SSN)
2. The header information on all reports display the title of the report and the TRACS process date.
3. If query selection was by Contract Number and sorted by Unit then the following fields are displayed on the report:
 - Unit Number - Unit number of the unit being occupied
 - Project Number - Project number of the contract
 - Head SSN - Head of household's Social Security Number
 - Effective Date - The date the certification became effective or the certification effective date
 - Head Tenant - The name of the head of household
4. If query selection was by Contract Number and sorted by SSN then the following fields are displayed on the report:
 - Head SSN - Head of household's Social Security Number
 - Project Number - Project number of the contract
 - Unit Number - Unit number of the unit being occupied
 - Effective Date - The date the certification became effective or the certification effective date
 - Head Tenant - The name of the head of household
5. If query selection was by Project Number and sorted by Unit then the following fields are displayed on the report:
 - Unit Number - Unit number of the unit being occupied
 - Contract Number - The number that uniquely identifies the contract
 - Head SSN - Head of household's Social Security Number
 - Effective Date - The date the certification became effective or the certification effective date
 - Head Tenant - The name of the head of household
6. If query selection was by Project Number and sorted by SSN then the following fields are displayed on the report:
 - Head SSN - Head of household's Social Security Number
 - Contract Number - The number that uniquely identifies the contract
 - Unit Number - Unit number of the unit being occupied
 - Effective Date - The date the certification became effective or the certification effective date
 - Head Tenant - The name of the head of household
7. Click the Return to Query radio button to return back to the Multiple Occupancy Query page.

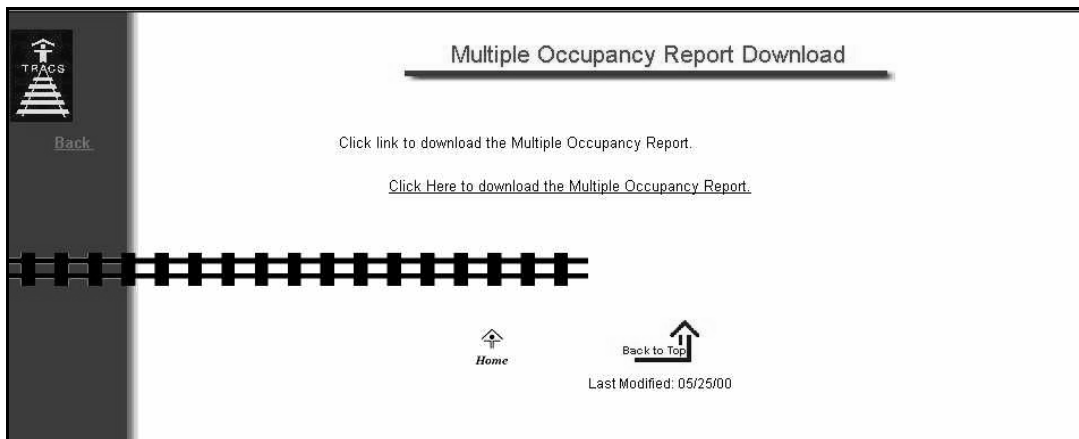
Figure 5. Interpreting and Printing Page Screen

6. Click on the browser's Back button to return to the **Multiple Occupancy Report** screen.
7. Click on  to return to the **Multiple Occupancy Query** screen.

TRACS provides the capability for users to download Multiple Occupancy Report information.

13.2 To download a Multiple Occupancy Report:

1. From the **TRACS Multiple Occupancy Query** screen, select either *Contract Number* or *Project Number*.
2. Select *Report Type*: radio button.
3. Select *Report By*: *Download* option.
4. Click on , and the **TRACS Multiple Occupancy Report** download screen (Figure 6) displays.

**Figure 6. TRACS Multiple Occupancy Report Download Screen**

5. Click on the [click here to download the Multiple Occupancy report](#) link, and a security warning screen (Figure 7) displays.

OR

Click on the [Back](#) link in the blue sidebar to return to query screen and view or edit previously entered search criteria.

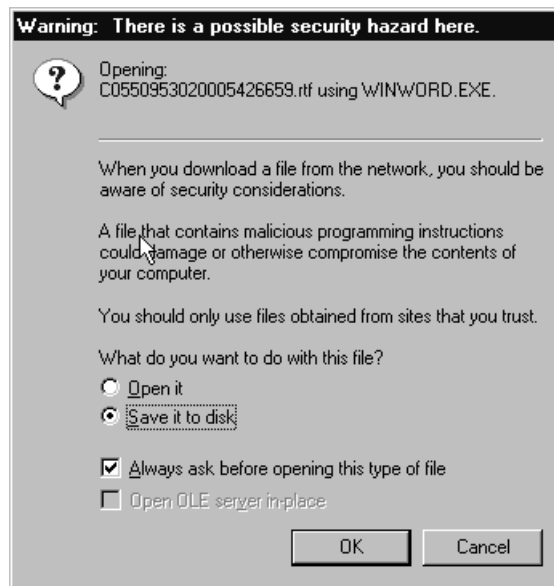


Figure 7. Security Warning

6. Click on the radio button next to Save it to disk to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*. An example of an ASCII file is displayed as Figure 8.

```
project number;contract number;unit number;head hhold id code;effective
date;head hhold name
;AZ16R000116; ; ;01/01/1900;
;AZ16R000001;0000000001;11111111;02/25/2002;Smith, Nancy L.
;AZ16R000001;0000000001;11111111;02/25/2002;Smith, Nancy L.
;AZ16R000001;0000000022;11111111;02/25/2002;Smith, Nancy L.
;AZ16R000001;0000000022;11111111;02/25/2002;Smith, Nancy L.
;AZ16R000001;000000003 ;11111111;02/25/2002;Smith, Nancy L.
;AZ16R000001;000000003 ;11111111;02/25/2002;Smith, Nancy L.
;AZ16R000115;1101 ;011011011;03/14/2002;Monroe, L.
;AZ16R000001;1111111111;111-11-11;02/25/2002;Smith, Nancy L.
;AZ16R000001;1111111111;222-22-22;02/25/2002;Smith, Nancy L.
;AZ16R000001;1111111111;111-11-11;02/25/2002;Smith, Nancy L.
;AZ16R000001;1111111111;333-33-22;02/25/2002;Smith, Nancy L.
;AZ16R000001;1111111111;222-22-22;02/25/2002;Smith, Nancy L.
;AZ16R000001;1111111111;333-33-22;02/25/2002;Smith, Nancy L.
00000002; ;000000003 ;22222222;02/25/2002;Smith, Nancy A.
00000002; ;000000003 ;22222222;02/25/2002;Smith, Nancy A.
00000002;AZ16R000001;1111111111;111222333;03/14/2002;Monroe, J. G.
06235147;AL090003004;1111111111;111222333;03/14/2002;Monroe, E.
06235147;AZ16R000001;1111111111;111222333;03/14/2002;Monroe, A.
AZ000002;AZ16R000001;1111111111;111222333;03/14/2002;Monroe, J. G.
```

Figure 8. ASCII File